MAC FOR HIRE
REQUEST FOR QUOTATION

Hirer:

Name:

Address:

Telephone contact:

Email contact:

Date of proposed hire:

Duration/times of proposed hire:

Space preferred:

Number of guests:

Type of function: ◯ dinner ◯ cocktail function ◯ breakfast
◯ Corporate products launch/event ◯ seminar/forum ◯ other

Catering: ◯ Finger food ◯ Seated dinner ◯ Buffet breakfast
◯ Buffett lunch ◯ buffet dinner

Proposed equipment needed:

Proposed equipment being brought in:

Proposed caterer:

A MAC staff member will be back to you within 2 working days with availability and a quote.

OFFICE USE:

Date and Time ◯ yes ◯ no

Hirer contacted? ◯ yes ◯ no

Alternative dates/times?

Hire fee

Deposit

In-house equipment: ◯ yes ◯ no

Other equipment ◯ yes ◯ no

Other comments

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